

**Purchasing Unit**

**To suppliers willing to sell BDL any service/ product:**

**For compliancy reasons, please provide us with the following documents:**

1. **Legal Documents**

* Commercial Circular (اذاعة تجارية) – not older than 1 year
* Certificate of incorporation (شهادة تسجيل شركة تجارية في السجل التجاري)
* TIN (tax identification number)

* VAT register

* The ordinary general assembly of the shareholders + attendance sheet (محضر الجمعية العمومية العادية) – not older than 3 years

*Note: If there are shareholding companies with more than 20% of shares, please provide with their commercial circular (not older than 1 year), TIN, VAT, certificate of incorporation and GA of shareholders (not older than 3 years) too.*

* Copy of the IDs of:
  + **All** authorized signatories
  + Shareholders with more than 20% of shares

1. **Pledges**

* Pledge No. 1 (attached) – Signed by every authorized signatory separately (Please do not forget to tick the right box)
* Pledge No. 2 (attached) – Signed by every authorized signatory separately

1. **KYC Forms**

KYC-00, KYC-01 and KYC-02

*Note: KYCs must be filled for shareholding companies with more than 20% of shares (if any) too.*

1. **IBAN**

The attached form must be signed and stamped by your company and your bank.

1. **Contacts**

Please fill the attached form